

Who is qualified to be an outside instructor for the General Mineral Miner Certification course?

The following individuals are eligible to teach the GMM certification course:

- Certified Foreman
- MSHA Part 48 instructor
- Mineral Mining approved instructors

To determine if you are qualified to become an outside instructor, contact Jeff Stewart at (434)951-6315.

Where do I login to the e-Forms Center?

<https://www.energy.virginia.gov/mineralminingEForms>

How do I get an e-Forms user ID?

If you do not have an e-Forms user ID, please follow the instructions on our e-Forms Center where it says **“Not a Registered User Yet?”**.

What if I already have an e-Forms user ID?

If you already have an e-Forms user ID, for example, for submitting permitting forms or contractor annual reports, you must request access to the **General Mineral Miner Roster (DMMBMME9)** form.

To request access, send an email to Jeff Stewart at jeff.stewart@energy.virginia.gov.

How do I submit my General Mineral Miner Class Roster?

Paper forms will no longer be provided for completing and submitting General Mineral Miner training and certification. All rosters must be submitted online using the Mineral Mining e-Forms Center GMM Roster. To do this:

- Log into the e-Forms Center.
- From the Main Menu, select the **General Mineral Miner Roster DMMBMME9**.

- Select **“Add New”**
- Add the Training Date (MM/DD/YYYY)
- Enter your name as the Instructor.
- Enter the Location ex. “LUCKSTONE SHADWELL”
- Then SAVE the roster.

How do I Add Students to the Roster?

- **“Add New Student”**
- Enter Last Name
- Enter Date of Birth (MM/DD/YYYY)
- **“Search”**
- If an applicant shows up, **“Select”** for the match (Note: If they already have a GMM certification, please do not add them to the roster. They do not need to be re-certified.)
- If there is no match, select **“Add New”**
- Fill out the remaining information. Please USE CAPS.

- Next, choose **“Add”**. (NOTE: When the applicant is added to the roster, a payment transaction is generated that may be paid when the roster is complete)
- Repeat for each student.
- After all students are added to the roster, you may pay online – see the next step.

How do I pay for the students?

The General Mineral Miner Certification fee is \$10 per applicant. As each student is added to the roster, the unpaid fees will show the total owed.

General Mineral Miner Roster

Roster #225
Date: 6/29/2017
Instructor: J. J.
Location: CHARLO

ID	First Name	Middle Name	Last Name	Date of Birth	Address 1	Address 2	City	State	Zip	Phone	Email	Application Fee
101	John		Smith	1/1/2017	12345		Atlanta	GA	30303	404-234-5678	johns@gmail.com	10.00
102	Jane		Smith	2/15/2017	12345		Atlanta	GA	30303	404-234-5678	janes@gmail.com	10.00

Unpaid Fees: \$20.00 **Pay Online**

Add Submitted Applications Add New Student

Save This Form Submit This Form
Delete This Form Printable PDF

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[Web Policy](#)

When all students have been added to the roster, select “**Pay Online**” and follow the instructions.

The Online Certification Application process will accept credit card (Master Card, Visa and Discover) payments.

How do students receive their certification card?

The Mineral Mining Program office will mail Certification cards after the roster is processed. In addition, a copy of the certification cards will be attached to each individual’s electronic application as a PDF that may be printed.

Questions? Please contact our office:

Mineral Mining Program
900 Natural Resources Drive, Ste. 400
Charlottesville VA 22903
(434) 951-6310 (Phone)
(434) 951-6325 (Fax)
MineralMiningInfo@dmme.virginia.gov.

Visit our website for additional information and training materials.

www.energy.virginia.gov/mineral-mining/mineralmining.shtml

For additional information about Virginia’s Mineral Mining Certification Program, please contact Jeff Stewart at (434) 951-6315.



GENERAL MINERAL MINER ROSTER For Outside Instructors

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